

# **DRAFT**

## **SUBMISSION REQUIREMENTS – A-E13DCS**

### **GENERAL SUBMISSION NOTES**

1. Firms shall submit **5 hard copies total** (1 copy labeled “original” which will be unbound and unpunched; and 4 copies each in their own binder) and 1 electronic copy (CD – in PDF searchable content format) of Standard Form 330 (SF-330). A hard copy of the Submission Requirements Table shall be included in the front of the “original” unbound hard copy. Part I of the SF-330 will be contained in Binder 1 of the submission, and clearly labeled “Binder 1”. Part II of the SF-330 will be contained in Binder 2 of the submission, and clearly labeled “Binder 2”.
2. Firms are directed to keep the total page count of SF-330 Part I submission to no more than 80 pages of text/figures/tables, numbered consecutively from 1 to 80 (one face of an 11 x 17 foldout will therefore have two consecutive page numbers). **Any additional pages and/or other documents submitted will not be considered for evaluation.** The cover, cover letter, table of contents and tabs for SF-330 Part I are excluded from the page count. **There is no page limit on SF-330 Part II. Additionally, the SF-330 Part II is excluded from the specified total page counts.**
3. Unless otherwise noted, submittals shall be prepared using Standard English and must be written in a concise, yet clear and informative style. Submittals shall use a minimum 10 point Arial style font in preparing narrative elements and a minimum 10 point Arial style font in preparing tables and be double sided. Submissions may include color. Page sizes to be used include 8.5 x 11 and 11 x 17. The 11 x 17 sheets with printing on one side will count as two pages. The 11 x 17 sheets with printing on both sides will count as four pages.



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**SUBMISSION REQUIREMENTS TABLE**

SECTION	REFERENCE	GENERAL INFORMATION / INSTRUCTIONS BINDER 1	PAGE LIMIT	CHECK IF SUBMITTED
	Cover Letter, Table of Contents (TOC) and Tabs	For each Binder 1 include Firms <ul style="list-style-type: none"> <li>- Formal Cover Letter that states specific choice of competition: Full and Open and/or Small Business Set-aside, must include specific Region (West, Central, East), and confirmed Teaming agreements along with list of all team members.</li> <li>- TOC</li> <li>- "Separate" each section with a tab, <i>e.g.</i>, I, II, III, etc. Tabs may cover folder labels. Prefer "Company Name" visible, if possible.</li> </ul>	NA	
<b>I</b>	CD	Include <b>CD</b> in " <b>Original</b> " file folder only. CD shall contain entire SF-330 submittal - Parts I and II (PDF searchable format).	1 CD	
<b>II</b>	SF-330 Part I, Sections A – C	<i>Contract – Specific Qualifications</i>	3	
	Section C Block 9	<i>Firm Name</i> – Provide DUNS for Prime Firm and Teaming Partner(s) following the name of the firm, <i>e.g.</i> , <i>ABC Corp (DUNS # 999999999)</i> .		
<b>III</b>	SF-330 Part I, Section D	<i>Organization Chart of Proposed Team</i>	1	
<b>IV</b>	SF-330 Part I, Section E	<i>Resumes of Key Personnel Proposed for this Contract</i> - 1 page per person. [Reference (1) Professional Qualifications of Synopsis]	1 ea.	
<b>V</b>	SF-330 Part I, Section F	<i>Example Projects which best Illustrate Proposed Qualifications for this Contract.</i> Submit specific detailed information for the number and type of example projects required; 2 pages per project [Reference (2) Specialized Experience and Technical Competence of Synopsis]	18	
<b>VI</b>	SF-330 Part I, Section G	<i>Key Personnel Participation in Example Projects</i> - <b>Do not</b> provide separate Section G matrices for prime and teaming partner(s). Firms may use an "oversized" or "foldout" page to fit information. Information on the page should be <b>easily</b> viewed; Easy viewing is key. [Reference (2) Specialized Experience and Technical Competence of Synopsis]	1 or 2 depending on size of page used (8.5x11 or 11x17)	
	Block 26	<i>Name of Key Personnel (from Section E block 12)</i> - Add name of firm where individual is employed, <i>e.g.</i> , <i>John Smith (ABC Corp)</i>		
	Block 28	<i>Example Projects Listed in Section F</i> - Provide "up to" 9 projects listed consecutively / horizontally across the page, <i>e.g.</i> , "1 2 3...9"		
	Block 29	<i>Example Projects Key</i> - List projects provided in Section F. Limit 9 projects.		

SECTION	REFERENCE	GENERAL INFORMATION / INSTRUCTIONS BINDER 1 (CONTINUED)	PAGE LIMIT	CHECK IF SUBMITTED
VII	SF-330 Part I, Section H Capacity	<i>Capacity.</i> In narrative form demonstrate how Firm will manage, coordinate and administer the work within the prime and among any teaming partners. [Reference (3) Capacity of synopsis.]	10	
VIII	SF-330 Part I, Section H Past Performance	<i>Past Performance.</i> In narrative form, for the projects provided under Specialized Experience and Technical Competence, cite past performance in terms of cost control, quality of work and compliance with performance schedules. Firm shall provide reference information as outlined under Specialized Experience and Technical Competence. Firm may include any ratings, letters of appreciation or performance, awards etc., for relevant experience. [Reference (4) Past Performance of synopsis]	15	
IX	SF-330 Part I, Section H Location	<i>Location.</i> In narrative form, Firm shall demonstrate the proposed team's familiarity with conditions by region or country (depending upon competition level) Identify knowledge of, and experience dealing with, the regulatory agencies, geological features, logistics, climatic conditions or local construction methods, culture, customs and languages that are unusual or unique. [Reference (5) Location of synopsis]	2	
X	SF-330 Part I, Section H	<i>Performance Against Small Business (SB) Subcontracting Plans.</i> Firm shall submit the latest individual subcontracting report or commercial equivalent. [Reference (6) Performance Against SB Subcontracting Plans of synopsis]	2	
XI	SF-330 Part I, Section H Volume of Work	<i>Volume of Work.</i> Firm shall submit in table format (similar to SF-330, Part II, Block 11) the volume of DoD work, volume of CONUS work, and volume of OCONUS work. [Reference (7) Volume of Work of synopsis]	1	
XII	SF-330 Part II	<i>General Qualifications.</i> (Limit 1 page per prime firm and each proposed team partner(s)). A Part II is required for <b>each office</b> (Prime and/or team partner(s)) that will perform services as described in the A-E13DCS SOW A & SOW B and synopsis.	1 ea.	
XIII	Firm Information	<i>Teaming information.</i> Firm shall provide a narrative summary of proposed teaming partners, outlining overall management and proposed percentage/balance of work to be subcontracted to each teaming partner. Additionally, the firm shall submit all teaming agreements.	No limit	
XIV	OCI Acknowledgement	<i>OCI Acknowledgement.</i> Firm shall include acknowledgement and statement of understanding of the OCI clause.		